United Nations ST/SGB/2015/1

Secretariat

9 April 2015

Secretary-General's bulletin

Delegation of authority in the administration of the Staff Regulations and Staff Rules

The Secretary-General, for the purpose of strengthening accountability in the United Nations Secretariat and addressing the current delegation of authority system through the promulgation of well-defined roles and responsibilities at all levels to whom authority is delegated, and taking into consideration General Assembly resolution 64/259 of 29 March 2010, entitled "Towards an accountability system in the United Nations Secretariat", promulgates the following:

Section 1
Purpose

The purpose of the present bulletin is to consolidate and update the current system on delegated authority in the administration of the Staff Regulations and Rules of the United Nations. This bulletin clarifies which authority remains with the Secretary-General.

Section 2
Principles of delegation of authority in the administration of the Staff Regulations and Staff Rules

2.1 As the chief administrative officer of the Organization, the Secretary-General holds the primary authority and accountability for the administration of the Staff Regulations and Rules. The Secretary-General's authority may be delegated in accordance with the principles set out in the present bulletin.

2.2. Where the Secretary-General has delegated the authority to administer the Staff Regulations and Rules to officials, such delegation shall be understood to be on a functional, rather than personal, basis unless the Secretary-General has expressly indicated otherwise.

2.3 Delegated authority may be further delegated, unless such further delegation has been excluded in writing.

2.4 When the official holding the delegated authority is absent, the authority shall automatically be further delegated on a temporary basis to the designated Officer-in-Charge, without limitation, unless otherwise specified in writing by the official who designated the Officer-in-Charge.

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2.5 A delegation of authority entails the responsibility for duly discharging the authority and accountability for incorrectly applying or failing to correctly discharge the authority.

2.6 The authority to administer the Staff Regulations and Rules shall be exercised in accordance with the policies of the Organization as announced through Secretary-General's bulletins, administrative instructions and other guidelines.

Section 3
Reserved and delegated authority in the administration of the Staff Regulations and Staff Rules

3.1 The matters reserved exclusively for the Secretary-General's decision are set out in the annex to the present bulletin. All matters for the decision of the Secretary-General will be submitted to him or her through the Under-Secretary-General for Management except in the case of staff regulation 1.1 (f).

3.2 With the exception of the matters reserved exclusively for the Secretary-General or as otherwise indicated in the annex, all other matters related to the administration of the Staff Regulations and Rules are delegated to the Under-Secretary-General for Management.

3.3 The Under-Secretary-General for Management may delegate such authority further as he or she deems appropriate, through the issuance of an administrative instruction, including to heads of departments and offices, offices away from Headquarters, regional commissions and other entities. In urgent cases, the Under-Secretary-General for Management may delegate authority through a memorandum. Officials to whom the Under-Secretary-General delegates authority may further delegate such authority in writing.[1]

Section 4
Existing delegations of authority

4.1 In the exercise of delegated authority related to the administration of the Staff Regulations and Rules, the Under-Secretary-General for Management may amend, supersede, revoke or revise any and all existing delegations of authority unless such authority is retained by the Secretary-General or as otherwise indicated in the annex to this bulletin.

4.2 Notwithstanding section 3.2, the delegations of authority which currently exist through administrative issuances, memorandums or other written communications shall continue to be applicable unless (a) such authority is retained by the Secretary-General or as otherwise indicated through this bulletin; (b) abolished in accordance with section 5 below; or (c) otherwise amended, superseded, revoked or revised by decision of the Under-Secretary-General for Management.

4.3 The Under-Secretary-General for Management shall exercise any other authority related to the administration of the Staff Regulations and Rules which is (a) not retained by the Secretary-General or otherwise indicated in this bulletin; and (b) not delegated to other officials under existing delegations.

[1] Use of electronic tools such as software applications designed to record delegations of authority satisfies the in writing requirement for delegations, provided such tools offer appropriate audit trails.

4.4 Where existing delegations of authority refer to provisions of the Staff Regulations and Staff Rules that are no longer in force, the most closely associated provisions of the Staff Regulations and Rules currently in force shall apply.

Section 5
Final provisions

5.1 The present bulletin shall enter into force on the date of its issuance.

5.2 The following administrative issuances or annexes thereto are hereby superseded:

(a) Secretary-General's bulletin ST/SGB/151, entitled "Administration of the Staff Regulations and the Staff Rules";[2]

(b) Administrative instruction ST/AI/388, entitled "Personnel Arrangements for the United Nations International Drug Control Programme (UNDCP)";

(c) Annex I to administrative instruction ST/AI/234/Rev.1, as amended, entitled "Administration of the Staff Regulations and Staff Rules".

(*Signed*) **BAN** Ki-moon
Secretary-General

[2] Except paragraph 5 (c), which remains delegated to the Controller until superseded through an administrative issuance by the Under-Secretary-General for Management.

Annex

Authorities under the Staff Regulations and Staff Rules

United Nations Staff Regulations	*United Nations Staff Rules*	*Decision*	*Authority retained by the Secretary-General ("X" unless otherwise indicated)*
Article I	**Chapter I**		
Regulation 1.1 (f)		Decision whether privileges and immunities exist and Decision to waive them	X[a]
Regulation 1.2 (c)		Decision to assign a staff member to any of the activities or offices of the United Nations at the Assistant Secretary-General (ASG) and Under-Secretary-General (USG) levels	X
Regulation 1.2 (n)	**Rule 1.2 (r)**	Establishment of procedures for filling and utilizing financial disclosure statements[b]	X
	Rule 1.3 (c)	Promulgation of procedures on performance report preparation — for staff at the ASG and USG levels	X
Article III	**Chapter III**		
Regulation 3.1, annex I, para. 2		Authority to make additional payments to staff at the ASG and USG levels	X
	Rule 3.10 (b) and (c)	Granting of special post allowance at the D-2 and above levels	X
Article IV	**Chapter IV**		
Regulation 4.1	**Rule 4.1**	Offer of appointments for staff being recruited at the ASG and USG levels. Issue of offer of appointment letter for staff being recruited at the ASG and USG levels	X
Regulations 4.1,[c] 4.3 and 4.5 (a)		Selection of staff members at the D-2 and above levels (following review by the Senior Review Group where required) and renewal of appointments of staff at the ASG and USG levels	X
Regulation 4.5 (d)	**Rule 4.14 (c)**	Prescription on which staff members are eligible for continuing appointments[d]	X
	Rule 4.12 (a) and (b)	Decision to grant temporary appointment to staff at the ASG, USG and D-2 levels and to exceptionally renew such appointments for up to one additional year	X
	Rule 4.15	Appointment of members of the Senior Review Group	X

United Nations Staff Regulations	*United Nations Staff Rules*	*Decision*	*Authority retained by the Secretary-General ("X" unless otherwise indicated)*
Article VIII	**Chapter VIII**		
Regulation 8.1 (b)		Agreement to electoral regulations drawn up by the staff representative bodies	X
Regulation 8.2		Establishment of joint staff-management machinery	X
	Rule 8.2 (a)-(e)	Selection of the President of the joint staff management bodies under rule 8.2 (a), and designation of Secretaries	X
Article IX	**Chapter IX**		
Regulation 9.2		Decision to retain in service beyond the age of 60, 62 or 65 as applicable, staff members at the D-2 level or above	X
	Rule 9.2 (b) and (c)	Acceptance of resignation on short notice of staff at the ASG or USG levels and above. Decision to require submission of resignation by staff at those levels in person	X
Regulation 9.3 (a) (i)	**Rule 9.6 (c) (i)**	Termination on abolition of posts or reduction of the staff at the ASG and USG levels	X
Regulation 9.3 (a) (ii)	**Rule 9.6 (c) (ii)**	Termination of appointment for unsatisfactory service of staff at the ASG and USG levels	X
Regulation 9.3 (a) (iv)	**Rule 9.6 (c) (iv)**	Termination of appointment for conduct falling short of the highest standards of integrity of staff at the ASG and USG levels	X
		Termination for disciplinary reasons of staff at the ASG and USG levels[e]	
Regulation 9.3 (a) (v)	**Rule 9.6 (c) (v)**	Termination for facts anterior to the appointment of the staff member and relevant to his or her suitability having come to light that should have precluded his or her appointment, for staff at the ASG and USG levels	X
Regulation 9.3 (a) (vi)	**Rule 9.6 (c) (vi)**	Offer and approval of agreed termination of appointment and related separation package for staff at the D-2 and above levels (where the termination is not contested by staff member)	X
Regulation 9.3 (b)	**Rule 9.6 (d)**	Termination of continuing appointments without consent of the staff member, in the interest of the good administration of the organization, at the D-2 and above levels	X

United Nations Staff Regulations	*United Nations Staff Rules*	*Decision*	*Authority retained by the Secretary-General ("X" unless otherwise indicated)*
Regulation 9.3 (c) and annex III (c)		Decision to pay and/or limit indemnity to staff member terminated for unsatisfactory service or who for disciplinary reasons is separated from service for misconduct other than by dismissal at the ASG and USG levels	X
Regulation 9.3 (d)		Decision to pay higher termination indemnity when terminating appointments of staff at the D-2 or above levels	X
	Rule 9.3	Decision to separate staff on abandonment of post at the ASG or USG levels	X
	Rule 9.7 (d)	Decision to pay compensation in lieu of notice for termination of staff at the ASG and USG levels	X
Article X	**Chapter X**		
Regulation 10.1		Decision to impose disciplinary measures on staff at the ASG or USG levels	X
	Rule 10.1 (b)	Decision to require staff at the ASG or USG levels to reimburse the United Nations for financial loss	X
	Rule 10.1 (c)	Decision to launch an investigation[f] into allegations of misconduct of staff at the ASG and USG levels	X
	Rule 10.2 (b) (i)	Decision to reprimand staff at the ASG or USG levels	X
	Rule 10.3 (a)	Decision to initiate the disciplinary process concerning staff at the ASG or USG levels	X
	Rule 10.3 (d)[g]	Authority to appeal against a judgement of the United Nations Dispute Tribunal	Authority delegated to the Office of Legal Affairs
	Rule 10.4 (a) and (c)	Decision to grant/place on administrative leave with or without pay pending investigation of staff at the ASG and USG levels	X
Article XI	**Chapter XI**		
	Rule 11.2 (d)	Response to the management evaluation request submitted by staff at the ASG or USG levels contesting an administrative decision	X
	Rule 11.5 (b)	Authority to appeal against a judgement of the United Nations Dispute Tribunal	Authority delegated to the Office of Legal Affairs

United Nations Staff Regulations	*United Nations Staff Rules*	*Decision*	*Authority retained by the Secretary-General ("X" unless otherwise indicated)*
Article XII	**Chapter XII**		
Regulation 12.2	**Rule 12.3 (a)**	Provisional amendments of the Staff Rules	X
	Chapter XIII		
	Rule 13.1 (b) (ii)	Appointment of a special advisory board	X
	Rule 13.4	Decision to grant permanent appointments to staff with five or more consecutive years of service on the 100 series of the Staff Rules on or before 30 June 2009 and who were 53 years of age on completion of five years, for staff at the D-2 level	X

[a] See section 3.1 of this Secretary-General's bulletin.
[b] The Secretary-General has delegated the administration of the Financial Disclosure Programme to the Ethics Office; see Secretary-General's bulletin ST/SGB/2005/22 (as may be amended or superseded by another issuance on this subject).
[c] See also rule 4.15.
[d] Subject to General Assembly resolutions 63/250 and 65/247.
[e] See also staff regulation 10.1 below for decision on disciplinary measures.
[f] The authority of the Office of Internal Oversight Services (OIOS) to initiate and conduct investigations is not impacted by this delegated authority.
[g] See also rule 11.5 (b) below.